

**TIGARD WATER DISTRICT  
BOARD OF COMMISSIONERS**

Serving the Unincorporated Area

**Tigard Public Library, Community Room  
13500 SW Hall Blvd., Tigard, Oregon**

**Monday, July 2, 2007  
7:00 p.m.**

<b>Members Present:</b>	Julie Russell, Bert Cornick, Ken Henschel and Charles Radley
<b>Members Absent:</b>	Kinton Fowler
<b>Staff Present:</b>	Dennis Koellermeier and Joy Koss
<b>Visitors:</b>	The Honorable Suzanne Upton, Helen Honse and Barbara Sherman

**1. Call to Order, Roll Call and Introductions**

Dennis Koellermeier called to order the Monday, July 2, 2007, Tigard Water District (TWD) Special Meeting at 7:04 p.m. All board members were in attendance with the exception of Kinton Fowler.

**2. Administer the Oath of Office to Newly Elected Commissioners – Judge Upton**

The Honorable Suzanne Upton administered the oath of office individually to newly elected TWD Commissioners Henschel, Russell and Cornick. Kinton Fowler was absent and will be sworn in at a later TWD Board meeting.

**3. Selection of officers (Chair, Vice Chair, IWB Representative and Alternate)**

Mr. Koellermeier opened the nominations for the selection of officers. Charles Radley was elected Chair and the meeting was turned over to him. The election of the Vice Chair was postponed, as the Board felt that Mr. Fowler would be an interested nominee. Julie Russell was elected IWB Representative and Ken Henschel as Alternate.

**4. Visitors Comments**

Helen Honse suggested the seating arrangement for Mr. Cornick should be next to the Chair.

**5. Discuss Staffing and Board Support**

Mr. Koellermeier announced he is removing himself as the City of Tigard staff member liaison to the Board, and that the City of Tigard desires to terminate TWD Board support services. Mr. Koellermeier indicated the Board should prepare a design for a 30 to 60 day transition plan.

The Board and Mr. Koellermeier discussed various issues with this transition, including:

- ◆ Future meeting locations. Tigard facilities can still be reserved by the Board.
- ◆ Headquarters location and changes to TWD mail routing.
- ◆ Insurance policy revisions are needed to reflect the change, as Tigard is named as the current "business agent" for the Board.
- ◆ Budget work in the future.
- ◆ Records that Tigard currently stores and how they would be turned over to the new Board.
- ◆ Concern with whether or not the City can withdraw support, and how this may be accommodated.

Enough questions were raised by Board members such that they decided to have their attorney (Clark Balfour) present at the next meeting to discuss this issue further.

## **6. Non-Agenda Items**

Mr. Koellermeier presented the Board with briefing notebooks for reference value.

Mr. Koellermeier stated notification of an agent of record for the Tigard Water District needs to be provided to the insurance carrier. This issue will be included in the questions for Attorney Balfour at the next meeting.

Mr. Koellermeier and the Board then discussed the proposed agenda for the next meeting.

Topics will include:

- ◆ Discuss Legal Questions with Counsel
- ◆ Staff Support – Transition Plan
- ◆ Commissioner Russell inquired about training from the Special Districts Association of Oregon (SDAO) and the Board requested that a representative from the SDAO be present at the next meeting. Mr. Koellermeier said he would try, but this may need to move to a later agenda.

In response to Chair Radley's questions regarding records on file and passed resolutions, Mr. Koellermeier indicated he could ask to have a records search for all resolutions of the Tigard Water District from 1990. Records retention will be among the questions the Board will discuss with Attorney Balfour at the next meeting.

Board members continued a discussion about bylaws and potential revisions, and will discuss this with legal their counsel at the next meeting. Board members will submit legal questions to Chair Radley by July 16, 2007, who will then submit them to Mr. Balfour on or around July 17, 2007.

## **7. Set next meeting date – July 30, 2007, at 7:00 p.m., Tigard Public Works Annex, 9020 SW Burnham Street, Tigard**

The next meeting was set for July 30, 2007, contingent upon availability of attorney Clark Balfour.

## 8. Adjournment

The meeting was adjourned at 8:20 p.m.

  
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Joy Koss, TWD Recording Secretary

Date: 7/31/2007